

16 January 1959

MEMORANDUM FOR: Chief, Operational Services 25X1A

SUBJECT: Letter of Commendation - Colonel [REDACTED]

1. In December 1958, a new practice was placed in effect whereby the Chief, Military Personnel Division will identify to operating officials certain military personnel who have rendered outstanding service to the Agency during their period of detail.

25X1A 2. Accordingly, we have reviewed the Efficiency Report file on Colonel [REDACTED], who recently was reported to his parent service for reassignment back to the service. According to the several efficiency reports that have been rendered on that officer during his detail with the Agency, he has consistently performed in a commendable manner. This matter is brought to your attention in order that you may consider preparing a letter of commendation for that officer. Whether such a letter is prepared is left entirely to your discretion. We are not soliciting a letter.

3. Letters of commendation must not include classified information. Regardless of how sensitive the job a man does, it would appear possible to commend the deserving man for the manner in which he did the job. Other significant factors worth mentioning when appropriate are the organizational level at which the officer performed, the grade level of persons, military or civilian with which the officer routinely performed liaison and the number of people the officer supervised, directly and indirectly.

4. Drafts of letters of commendation in unclassified form should be referred to Chief, MPD. We will make pertinent changes to protect the cover status of the officer concerned and to reduce the letter to some semblance of standardized format and present the letter to General Cabell for signature at the approximate time the officer is leaving the Agency for return to his service.

We in MPD will offer any assistance you request in the event you choose to write a letter of commendation.

Colonel, Armor  
Chief, Military Personnel Division

DOCUMENT NO. 3  
NO CHANGE IN CLASS. ☐  
☐ DECLASSIFIED  
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